



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	SR. TRAINER
3	Posting Number	PN# 107334
4	Department	Health & Human Services Department
5	Division	Environmental Health
6	Section	Bureau of Animal Regulation and Care
7	Reporting Location	2700 Evella
8	Workdays & Hours	M - F, 8 a.m. - 5 p.m.* (Weekends & Shift changes) *Subject to change

9 **DESCRIPTION OF DUTIES**
Prepares and conducts training courses for City/department employees. Acts as lead for a group of instructors.

CORE FUNCTIONS

- Determines instructional outlines in accordance with department procedures.
- Conducts general or specialized training sessions as required. May train assigned instructors in techniques for training both general and specialized areas.
- Researches and conducts learning needs assessment of all staff at least annually to determine training needs.
- Summarizes attendee evaluations and presents feed back related to formal training.
- Maintains and monitors quality assurance evaluations of process and programs. Maintains documentation and submits monthly, quarterly and annual reports to supervisor.
- Community relations and interaction with individuals, groups, and agencies. Liaison to Bureau.

10 **WORKING CONDITIONS**
The position is physically comfortable; the individual has discretion about walking, standing, etc.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**
Requires a Bachelor's degree in Psychology, Education, Personnel Management or a related field.

12 **MINIMUM EXPERIENCE REQUIREMENTS**
Three years of professional personnel experience involving training in a formal classroom setting and/or the development of curriculum and lesson plans for adult learners are required. Pertinent training experience on a professional level may be substituted for the above educational requirement on a year-for-year basis.

13 **MINIMUM LICENSE REQUIREMENTS** None

14 **PREFERENCES**

- Preferences will be given to applicants with knowledge bases and/or experience in animal control operations, two or more years as a hands-on trainer.
- Advanced computer skills in Microsoft Office, PowerPoint, and Excel.
- Must be able to work weekends, including unexpected shift changes.
- Bilingual preferred.

15 **SELECTION/SKILLS TESTS REQUIRED** None

16 **SAFETY IMPACT POSITION** ☐ Yes ☒ No
This position is not subject to random drug testing and if candidate is promoted into this position, he/she must pass an assigned drug test.

17 **SALARY INFORMATION** **GENERAL FUND POSITION**
Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:
Salary Range – Pay Grade 21
\$1211- \$1,660 Biweekly \$31,486- \$43,160 Annually

18 **OPENING DATE** October 26, 2005

19 **CLOSING DATE** Open Until Filled

20 **APPLICATION PROCEDURES**
Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 794-9142. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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